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March 12, 2003

OKLAHOMA BULLETIN NO. OK 330-3-2

SUBJECT: MGT – Performance Measurement

Purpose: To provide guidance on time and attendance reporting for performance measurement.

Expiration Date: September 30, 2003

The Natural Resources Conservation Service provides allocations to states in various program funds such as CTA, EQIP, etc. Each state is held accountable for proper utilization of those funds through the Integrated Accountability System, which includes WebTCAS, PRMS, and FFIS (Financial Accounting System). A state's performance in utilizing the program allocations are tied to the accuracy in which each employee records their time and progress into the various integrated accountability systems.

A review of WebTCAS charges in selected offices revealed a need for supervisors to review WebTCAS definitions with their employees and ensure accuracy of time and attendance reports each pay period.

Listed below are examples of errors found in time and attendance (T&A) reports and/or corrective guidance:

- ◆ WebTCAS profiles need to be modified by employees when performing work activities that are not in their normal profile.
- ◆ Grazing land assistance not charged to CTA - Grazing Lands.
As a general rule, when working with clients on grazing land issues who have not indicated a desire for financial assistance through other programs, time should be charged to CTA - Grazing Land.
- ◆ EQIP applications being charged to CTA - General.
When a producer indicates a desire to make application for EQIP, time should be charged to EQIP. Time prior to the expression of interest should be charged to CTA - General or CTA - Grazing Lands.
- ◆ State & Local Options not being utilized.
Oklahoma has identified several modifiers, such as the State Cost Share Program for specialized T&A entry.
- ◆ Time charges not being correctly coded when working with a client that has multiple program benefits (part of the tract in EQIP and part of it CTA).

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One of the major omissions by employees has been the charging of time to the actual program/activity benefit when there are multiple programs/activities involved. A client may have a tract that has cropland, grazing land, EQIP, and non EQIP involved. Time is to be split to the nearest hour to capture the accuracy of assistance provided. The number of different entries each pay period should reflect actual work performed in hourly increments.

- ◆ Field Employees charging time to Administrative Support.
Administrative Support activity code is designated for only select State Office Administrative staff and above. Field employees and other non-administrative staff are not to use this activity code.
- ◆ Employees assisting another county with a specific project/client, but charging time to their home county.
Guidance during the roll out of WebTCAS was, when providing specific technical assistance to a client/project in a county other than the employee's duty station, time is to be charged to the county where the client/project is located. If assistance is provided in a general nature and not specific to a client/project, then time is charged to the employee's duty station county.
- ◆ Employees charging time to programs not applicable to Oklahoma and/or county.
Example programs, such as EQIP - Klamath Basin or Snow Survey are not to be used in Oklahoma. Cleveland County is currently the only county in Oklahoma with a Farmland Protection Program.
- ◆ Employees not charging time to EWP, or not showing appropriate modifier (CY, PY) and numerical project codes.
- ◆ Improper use of program modifiers.
RF, RN, CN, CF, PN, PF - These are reimbursable codes. At the present time Oklahoma does not have any reimbursable agreements that would be tracked utilizing these codes, and should not be used until notified by the State Conservationist to do so. The only reimbursables, ECP and Ft. Sill, have state modifiers and are distinct to those counties that have those programs. Employees with active ECP and Ft. Sill should check the appropriate state modifiers and utilize them when working on applicable activities. PY, CY - Depends on the year contracts were authorized. PY should be used for contracts authorized in previous fiscal years. CT, PT, GT - Modifiers used to assist technical service providers. These are new codes and employees should read the definitions prior to using them.
- ◆ Time charges on T&A's did not reflect support documents or PRMS reports.
Guidance requires employees to record work assignments and hours of work on support documents, and enter appropriate progress in PRMS or other progress reporting systems. Supporting documents need to be reviewed to ensure that T&A's and performance reports accurately reflect the work record.

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